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MEMORANDUM FOR: All Assistant Directors and Staff Chiefs
FROM : CIA Career Service Board
SUBJECT : Longevity Awards

1. The Agency Longevity Awards System provides for recognition of continuous service with CIA for ten year periods subsequent to 27 September 1947. It is desired, however, to give immediate recognition to staff employees and staff agents who have already completed (as of 1 December 1952) ten years of aggregate service in the field of U. S. Intelligence. It is requested, therefore, that you, by certification to the Career Service Board, provide a list of your personnel who have so served.

2. Attached is a suggested form which may be of assistance in compiling such a list. For those personnel for whom the use of such a mechanic is impossible or undesirable, you may make the determination by any means available. These forms will constitute a valuable addition to the Agency personnel records and should be forwarded to the appropriate Personnel Division for inclusion in Official Personnel Folders.

3. The list requested requires only your certification and should be forwarded to the Executive Secretary, CIA Career Service Board, 200 North Building, no later than 15 December 1952. It is suggested that you may desire that your Office Career Board evaluate the information provided prior to your certification of the list.

1 att - Suggested Form

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Tab A

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